Delegating supervisory responsibilities

If you will be away from work for a planned absence, you must delegate your time and attendance supervisory role to another supervisor.

Note: if you are away on an unplanned emergency basis, your supervisor can perform this work until such time as you return or are able to complete the delegation process outlined below.

An overview of the delegation process
Both the delegating supervisor and the designated delegatee must take action as part of the delegation process:

- Delegating supervisor creates the delegation request, including start and end dates
- Delegatee accepts the requests and fulfills all appropriate supervisory duties

The delegation automatically expires on the specified end date. However, you can also cancel an active delegation request sooner than planned. See the how-to steps at the end of this document.

Creating a delegation request
1. Log into the time and attendance system.
2. In the Related Items pane on the right-hand side of the screen, click on the Actions link.
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3. A new **Actions** tab appears. Click on the **Manager Delegation** link.

![Manager Delegation link](image)


![Create Delegation](image)

5. Fill out the required fields as described below:
   - **Delegate**: select another supervisor from within your department. You can scroll through the list or type the first few letters of the supervisor’s last name to find the correct person.
   - **Start Date**: enter the first work day you will not be available to manage your staff.
   - **End Date**: enter the last day you will not be available to manage your staff.
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- **Role**: leave at the default Albemarle Manager Role Profile.

6. Click on the **Save & Close** command to finalize the delegation.

7. The person to whom you are delegating receives an email similar to the below screenshot:

   From: ELBROTHER@ALBEMARLE.ORG <ELBROTHER@ALBEMARLE.ORG>
   Sent: Tuesday, August 27, 2019 10:15 AM
   To: Megan Nedostup <mnedostup@albemarle.org>
   Subject: Delegation request for Brother, Elizabeth Latta.

   You have received a delegation request for Brother, Elizabeth Latta.

   Delegation Details:
   Delegator: Brother, Elizabeth Latta
   Start Date: 8/27/2019
   End Date: 8/31/2019
   Role: Albemarle Manager Role Profile
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Accepting a delegation request
The delegation is not active until the designated supervisor accepts the delegation.

1. Log into the time and attendance system.
2. In the Related Items pane on the right-hand side of the page, click on the Inbox link.

3. The Inbox opens as a new tab.

4. Double-click on the delegation message to open it.
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5. Review the information in the message, including the start and end dates of the delegation request, and then select the **Accept Delegation** or **Decline Delegation** command.

6. If necessary, enter some explanatory text in the **Comment** field. The requesting supervisor will be able to see your comment in a follow-up message that goes to his/her Inbox.

7. Click on the **Save & Close** command.

**Note:** once you accept a delegation request, you must sign out of Kronos and then sign back in for the delegation to take effect.

**Note:** the system emails the delegating supervisor to confirm that you have accepted the delegation, as shown below:

```
Nedostup, Megan C has accepted the delegation request for Brother, Elizabeth Latta.

Delegation Details:
Delegate: Nedostup, Megan C
Delegator: Brother, Elizabeth Latta
Start Date: 8/27/2019
End Date: 8/31/2019
Role: Albermarle Manager Role Profile
Comment:
```

**Performing delegated supervisory duties**

If you have accepted a delegation role, you can perform supervisory tasks by switching roles.

**Note:** once you accept a delegation request, you must sign out of Kronos and then sign back in for the delegation to take effect.
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1. In the upper-left corner of the screen, click on the dropdown arrow to the left of your name and select the supervisor’s name from the list.

2. The system refreshes and signs you in as the other supervisor. In the upper-left corner you now see that you are acting as that supervisor, as shown in the below screenshot:

3. You can now proceed to manage employee time and leave for that supervisor’s group of employees, just as you would your own staff.

4. To access your own employee group again, go to the upper-left corner of the screen, click on the dropdown arrow to the left of your name and select **Myself** from the dropdown list.

5. The system refreshes again and then displays your employee list when you click on the **Search** command.

Cancelling an active delegation request
1. Log into the time and attendance system.
2. In the **Related Items** pane on the right-hand side of the screen, click on the **Actions** link.
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3. A new Actions tab appears. Click on the Manager Delegation link.

![Manager Delegation Link](image)

4. A pop-up window appears where you select “Remove Existing Delegation” and then click on the Next command.

![Remove Existing Delegation](image)

5. The next window displays a list of existing delegations. Select the appropriate item and then click on the Delete command.

![Delete Delegation](image)
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6. The pop-up window confirms that the delegation has been removed. Click on the **Close** command.

7. The system emails the delegate that the delegation has been deleted, as shown below:

   From: ELBROTHER@ALBEMARLE.ORG <ELBROTHER@ALBEMARLE.ORG>
   Sent: Tuesday, August 27, 2019 10:20 AM
   To: Megan Nedostup <mnedostup@albemarle.org>
   Subject: Delegation deleted for Brother, Elizabeth Latta

   The delegation for Brother, Elizabeth Latta has been deleted.

   Delegation Details:
   Delegator: Brother, Elizabeth Latta
   Start Date: 8/27/2019
   End Date: 8/31/2019
   Role: Albermarle Manager Role Profile